

# STATE OF GEORGIA

## RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of 2  
Schedule #: 2001-0002  
Effective Date: 2/21/2001

(Agency use)

(Archives use)

Date: February 14, 2001

Date Received: February 14, 2001

Control No.: N/A

Agency Code: 0467

Control No.:

Applicant: Georgia Department of Corrections

Address: 2 M.L. King, Jr. Dr., Atlanta, GA 30334

Phone: (404) 651-9905

FAX: (404) 463-6286

Email:

Creating Office: Internal Investigations Division

Address: 2 Martin Luther King Jr. Dr., 8th Floor, East Tower, Atlanta, Ga 30334

Phone: (404) 656-4604

FAX:

Email:

Administrator: James Doctor

Phone: (404) 656-4604

FAX

Email

Application Type: New : X  
Amend:  
One-time:  
Exception:

Class: Individual

Series Title: Incident Reports

Dates of Series: January 1, 1990 and on-going

Access: Confidential State Secret, O.C.G.A. 42-5-36 © (tab 2). GDC Rules and Regulations 125-1-1-.09. Records Amended.

### Function

Documented: Incident reports are reviewed for severity by Superintendents of each facility and forwarded up the chain of command for further review and investigation when necessary. The Internal Investigations Division is responsible for reviewing incident reports and conducting investigations, when necessary, of misfeasance, malfeasance, and criminal activity of state inmates, employees, and those within the jurisdiction of the Georgia Department of Corrections. If the incident requires an investigation, the Incident Report becomes a part of an "Investigation File" which is maintained indefinitely. The retention of the investigation file is controlled by GDC Retention schedule # 77-68A. GDC Standard Operating Procedures IIA04-0001, IIA04-0002, IVF01-0109, IIA07-0006. GDC Rules and Regulations 125-3-1-.01, 125-3-1-.07, 125-3-2-.05, 125-1-2-.01

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**Consists of:** Incident Reports relating to inmates and Departmental personnel containing statements of those concerned reflecting circumstances of incident by inmate, personnel, and summary log.

**Media:** 8 1/2 X11, 8 1/2 X14 paper in manilla folders

**Arrangement:** Chronologically by year and alphabetically by Institution or Office Name

**Indexed by:** Chronologically by year and alphabetically by Institution or Office Name

**Retention  
Requirement:**

**State Law or Regulation:**

**Federal Law or Regulation:**

**Audit Period:**

**Administrative Need:** Temporary Record. Retain for 3 years

**Cut Off Event:** Fiscal Year

**Total  
Retention:** 3 years

*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

**Authorized by:**

*Jim Wetherington*  
Jim Wetherington, Commissioner

*3/2/01*  
Date

**Concur:**

*James Doctor*  
James Doctor, Facilities Division Director

*2/28/01*  
Date

**Submitted by:**

*Dorothy Farmer*  
Dorothy Farmer, Records Manager

*2/28/2001*  
Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

**Signed:**

*David Carmichael*  
David Carmichael, Secretary of State Designee

*3/6/01*  
Date